

# Chabot-Las Positas Community College District

Office of Educational Services & Student Success

## Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, May 5, 2023

10:30 A.M. - 12:00 P.M.

Zoom: <https://zoom.us/j/98255222537>

### DEMC Membership

#### VOTING

		Present
Tom deWit (F)	CC	<input type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Emmanuel Lopez (F)	CC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Sarah Thompson (F)	LPC	<input type="checkbox"/>
Rafael Valle (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input type="checkbox"/>
Sadie Ashraf (A)	CC	<input checked="" type="checkbox"/>
Dyrell Foster (A)	LPC	<input checked="" type="checkbox"/>
Joel Gagnon (A)	LPC	<input checked="" type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input checked="" type="checkbox"/>
Jonah Nicholas (A)	DIST	<input checked="" type="checkbox"/>

#### NON-VOTING

		Present
Jamal Cooks (A)	CC	<input checked="" type="checkbox"/>
TBD LPC VP Acad Services (A)	LPC	<input type="checkbox"/>
Daniela Ballif (A)	DIST	<input type="checkbox"/>
Miguel Colon (F)	CC	<input type="checkbox"/>
Rajeev Chopra (F)	LPC	<input type="checkbox"/>
Thomas Dowrie (C)	CC	<input checked="" type="checkbox"/>
David Rodriguez (LPC)	LPC	<input checked="" type="checkbox"/>
Liem Huynh (C)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input checked="" type="checkbox"/>
LPC Student Rep (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Tracey Coleman, Cynthia G. da Cruz, Stacey Followill, Dave Fouquet, Heike Gecox, Brian Goo, Bruce Griffin, Liem Huynh, Craig Kutil, Paulette Lino, Bobby Nakamoto, Dawn Neideffer, Anette Raichbart, Dionicia Ramos, Nathaniel Rice, Patricia Shannon, Dale Wagoner, Tamica Ward

### Agenda

1. Welcome and Follow-Up on Ad Astra
2. Notes Approval
3. College Enrollment Updates
  - a. Chabot College
  - b. Las Positas College
4. State Enrollment Reports
5. Are You Up to Date on ITS District-Wide New Systems?

## 6. Summary/Meeting Topics for 2023-24

### Agenda 1. **Welcome and Follow-Up on Ad Astra** - **Theresa Fleischer Rowland** Time allotted | **10 mins** |

#### Discussion

Theresa Fleischer Rowland opened the meeting and welcomed everyone. Next, she shared answers to the Ad Astra questions formed at the last DEMC Meeting. Liem Huynh and Stacy Followill shared the status of data updates in progress, which will improve the rollout of Ad Astra.

#### Conclusion

Theresa shared Ad Astra training for the College Deans will take place during the summer. The meeting Moved to Agenda Item 2.

#### Action items

Come back in the fall with an update on Ad Astra training resources.

### Agenda 2. **Notes Approval – Estella Sanchez** Time allotted | **5 mins** |

#### Discussion

Review and approval of the April 14, 2023 meeting notes was called by Estella Sanchez.

#### Conclusion

Jonah Nicholas motioned to move the April 14, 2023 meeting notes, Tom Orf seconded. Meeting Moved to Agenda Item 3.

#### Action items

Meeting notes approved for April 14, 2023.

### Agenda 3. **College Enrollment Updates – Chabot College and Las Positas College** Time allotted | **10 mins** |

#### Discussion

**3a.** Jeff Drouin reported that enrollment for Chabot College is down slightly, but the college is optimistic. Next, he mentioned an issue with their schedule being completed as his division was not in the printed schedule and will be corrected to view online.

**3b.** Tom Orf reported enrollment for Las Positas College is up and believes the increase is from seeing students through the entire process from Counselors to registration.

#### Conclusion

Jeff asked if anyone had any questions and moved the meeting to Agenda item 4.

### Action items

No Action.

Agenda **4. State Enrollment Reports – Jonah Nicholas** Time allotted | **10 mins** |

### Discussion

Jonah announced that the Statewide data enrollment P2 report had yet to be published and mentioned that districts are up spring over spring, similar to what Chabot-Las Positas Community College District (CLPCCD) is experiencing. CLPCCD recently reported its P2 numbers with 12,563 FTES. Jonah shared his screen to show where CLPCCD is trending for the academic year 2022-2023. Analysis of the SCFF metrics indicated CLPCCD is down almost 900 FTES on the credit side year over year. That is, in 2021-2022, credit FTES was 13,353, and in 2022-2023 credit estimated FTES was 12,471, indicating a -6.64% decline. Disaggregated data indicated the Cal Promise grant had a -6.64% decline, AB540 with a decline of -17.25%, and a -6.64% decline for Pell. We are tracking what FTES and other metrics will be needed to get off hold harmless. Jonah indicated a good number to consider is 15,500 FTES on a 3-year rolling average. In law, hold harmless goes away in the academic year 2025-2026. In the case of CLPCCD districts will not sustain a loss of funding, however, the consequence is no COLA. The incentive is there for every community college district to meet the SCFF metrics.

### Conclusion

Theresa thanked and expressed appreciation to Jonah for the perspective and qualitative information about other Districts. She asked if the Committee had any comments and moved the meeting to Agenda item 5.

### Action items

No Action.

Agenda **5. Are You Up to Date on ITS District-Wide New Systems? – Theresa Fleischer Rowland**  
Time allotted | **30 mins** |

### Discussion

Bruce Griffin provided a presentation on My Portal and CRM Advise. He indicated that My Portal is in ongoing development, and CRM Advise will go live at the end of May 2023 with ongoing development. Next, he explained that My Portal / Single Sign-On would eventually replace Class Web as more people opt-in; currently, about 13% of students have opted in. The plan is to get more people to sign in and use the system which will result in a workload reduction for the campuses, i.e. single sign on addresses lockouts, and forgotten passwords. Bruce provided a demo of the Single Sign-On, showed the cards displayed on My Portal, and explained how the cards might be customized. He then explained CRM Advise, a Constituent Relationship Management software focusing on student retention through engagement. CRM

Advise facilitates automated communication with students, the work now with collaborators is on the messaging and timing of sending out key communications to enrolled students. CRM is an Ellucian product, and therefore integrates with Banner.

**Conclusion**

Theresa thanked Bruce for presenting and moved the meeting to Agenda item 6.

**Action items**

No Action.

Agenda **6. Summary/Meeting Topics for 2023-24 – Theresa Fleischer Rowland**  
Time allotted | **5 mins** |

**Discussion**

Theresa asked the Committee for topics for fall 2023.

**Conclusion**

The next meeting is scheduled on August 14, 2023, Convocation Day.

**Action items**

Invite Kristen Whittaker to an early Fall meeting for a CRM update. Meeting adjourned